



RELATED POLICY

Out of Session Committee Meeting Policy 1.7

PURPOSE

The governance of Prevocational Medical Assurance Services (PMAS) is supported by several committees that oversee a range of functions including prevocational accreditation in the Northern Territory.

While PMAS aims to conduct business through its scheduled annual meeting cycle, situations may arise that require urgent consideration or approval between meetings. In these instances an out-of-session meeting or resolution process may be used to facilitate timely decision-making and ensure business continuity.

PMAS staff are responsible for ensuring an appropriate and effective process is followed and should seek guidance from the PMAS Director and/or Committee Chair if there is any uncertainty about the most suitable approach.

SCOPE

This process applies to all PMAS committees.

For the purposes of this procedure, the term *committee* includes the Prevocational Accreditation Committee (PAC) and any other committees, working groups or advisory bodies established from time to time to support the delivery of PMAS functions.

PROCESS

1. Determine the Appropriate Process

PMAS staff consult with the PMAS Director and/or Committee Chair to determine the most appropriate method for conducting the out-of-session meeting or obtaining a decision.

2. Conduct the Out-of-Session Meeting or Resolution

Out-of-session decisions may be made using one of the following methods:

A. Meeting by Telephone, Video Conference or Other Communication Method

- A meeting may be held via telephone, videoconference or another communication platform.

OUT OF SESSION COMMITTEE MEETING PROCESS



- Attendance must include at least the quorum specified in the committee's Terms of Reference.
- Committee members must be provided with a minimum of 3 days' notice, or a shorter period where circumstances require.
- Decisions and outcomes of the meeting must be documented and reported at the next scheduled committee meeting.

B. Resolution by Email

- A draft resolution may be circulated by email for consideration and endorsement by committee members.
- Members will be requested to respond within a specified timeframe, being no less than 3 days unless urgent circumstances require otherwise.
- If no response is received within the specified timeframe the member will be recorded as endorsing the proposed resolution.
- The outcome of the resolution together with members' responses will be documented and formally recorded in the minutes of the next scheduled committee meeting.

SUPPORTING DOCUMENTATION

1. *Out of Session Committee Meeting Policy 1.7*

PERFORMANCE MEASURES/KPI

1. 100% of out of session committee meetings are acted upon according to this process

Process contact officer: Quality Assurance Officer